

March 25, 2008

TO: Randy Bachman

FROM: Teresa Parsons
Director's Review Program Supervisor

SUBJECT: Randy Bachman v. Employment Security Department
Allocation Review Request ALLO-07-008

On December 12, 2007, I conducted a Director's review conference at the Department of Personnel, 2828 Capitol Boulevard, Olympia, Washington, concerning the allocation of your position. Although you were notified about the Director's review conference by notice of scheduling, dated July 18, 2007, you did not attend the meeting, nor did you contact our office. Human Resource Consultant Susan Amico participated in the conference and represented the Employment Security Department (ESD).

Background

On December 13, 2006, you submitted a Position Review Request (PRR) to ESD's Human Resource Services Division, requesting that your Employment Security Program Coordinator 3 (ESPC 3) position be reallocated to the Information Technology Specialist 4 (ITS 4) classification. By letter dated January 2, 2007, Classification and Pay Specialist Russell Widders denied your request for reallocation. Mr. Widders concluded your position served as a management designated senior-level specialist within the Employment and Training Programs and that you provided advanced level consultation to a variety of internal/external customers. However, he did not believe your position had senior-level specialist duties in an assigned area of responsibility relating to information technology systems or applications.

On January 26, 2007, the Department of Personnel received your request for a Director's review of ESD's allocation, which was filed by Joanne McCaughan of the Washington Federation of State Employees.

The following summarizes your perspective as well as your employer's:

Summary of Mr. Bachman's Perspective

According to the PRR, you indicate that the reallocation would bring you in line with other ESD employees in the Information Technology occupational field who extrapolate data from data warehouses. You further indicate your position requires an enormous amount of IT knowledge, skills, and abilities.

Summary of ESD's Reasoning

ESD contends you work in the Workforce Administration within the Employment and Training Division, not within the Information Technology (IT) Division, where most IT-related jobs reside. ESD argues the duties of your position have not changed since the Personnel Resources Board (PRB) reversed the Director's determination to reallocate your position on November 7, 2006 (Exhibit ?). Consistent with the previous Board decision, ESD contends your position's duties fit the ESPC 3 job classification, which allows for some technical-related skills within a program or business area.

Director's Determination

This position review was based on the work performed for at least the six-month period prior to December 13, 2006, the date you submitted the reallocation request at ESD.

As the Director's designee, I carefully considered all of the documentation in the file and the comments provided by ESD at the Director's review conference. Based on my review and analysis of your assigned duties and responsibilities, I conclude your position is properly allocated to the Employment Security Program Coordinator 3 classification.

Rationale for Determination

The purpose of a position review is to determine which classification best describes the overall duties and responsibilities of a position. A position review is neither a measurement of the volume of work performed, nor an evaluation of the expertise with which that work is performed. A position review is a comparison of the duties and responsibilities of a particular position to the available classification specifications. This review results in a determination of the class that best describes the overall duties and responsibilities of the position. See Liddle-Stamper v. Washington State University, PAB Case No. 3722-A2 (1994).

In Byrnes v. Dept's of Personnel and Corrections, PRB No. R-ALLO-06-005 (2006), the Board held that "[w]hile a comparison of one position to another similar position may be useful in gaining a better understanding of the duties performed by and the level of responsibility assigned to an incumbent, allocation of a position must be based on the overall duties and responsibilities assigned to an individual position compared to the existing classifications. The allocation or misallocation of a similar position is not a

determining factor in the appropriate allocation of a position.” Citing to Flahaut v. Dept's of Personnel and Labor and Industries, PAB No. ALLO 96-0009 (1996).

The Category Concept for the Information Technology Specialist Occupational Category states:

Positions in this category perform professional information technology systems and/or applications support for client applications, databases, computer hardware and software products, network infrastructure equipment, or telecommunications software or hardware.

This category broadly encompasses a wide variety of positions in one or more information technology disciplines. Some examples include Application Development and Maintenance, Application Testing, Capacity Planning, Business Analysis and/or Process Re-Engineering, Data Base Design and Maintenance, Data Communications, Disaster Recovery/Data Security, Distributed Systems/LAN/WAN/PC, Hardware Management And Support, Network Operations, Production Control, Quality Assurance, IT Project Management, Systems Software, Web Development, or Voice Communications.

Positions which perform information technology-related work to accomplish tasks but are non-technical in nature would not be included in this occupational category.

The ITS 4 position is described as the “senior-level specialist in an assigned area of responsibility and/or as a team or project leader.” Incumbents will perform analysis, system design, acquisition, installation, maintenance, programming, project management, quality assurance, troubleshooting, problem resolution, and/or consulting for complex computing system, application, data access/retrieval, multi-functional database or database management systems, telecommunications, project or operation problems.

While your supervisor indicates your position does perform data analysis, he further states your position is not responsible for “analyzing, designing, acquiring, installing, maintaining, programming, managing, troubleshooting, problem solving, coordinating, or consulting on complex computing telecommunications systems, hardware, software, application interfaces, or applications” (Exhibit C, page 5). Your position extrapolates data to monitor and assess program performance and conduct program evaluation as it relates to the Employment and Training Programs. Your position does not fit the ITS 4 classification.

The definition for the ESPC 3 classification reads as follows:

Assigned to the central office, of the Employment Security Department, under the supervision of a Washington Management Service Manager or higher, supervises a professional staff and directs the activities of a unit within the statewide Employment and Training or Unemployment Insurance Programs; OR serves as a

management designated senior-level specialist within the Employment and Training or Unemployment Insurance Programs and provides advance level consultation or liaison to a variety of internal and/or external customers.

The distinguishing characteristics include positions characterized by a high level of independent judgment, broad responsibilities, and decision-making authority in determining the nature and scope of problems to be resolved. As senior-level specialists, positions act as a consultant and recognized authority working in a designated specialty area and have authority for the planning and design of their assigned specialty area.

Because you serve as a management designated senior-level specialist and advanced level consultant/liaison within the Employment and Training Programs, your position fits the ESPC 3 classification.

Appeal Rights

RCW 41.06.170 governs the right to appeal. RCW 41.06.170(4) provides, in relevant part, the following:

An employee incumbent in a position at the time of its allocation or reallocation, or the agency utilizing the position, may appeal the allocation or reallocation to . . . the Washington personnel resources board Notice of such appeal must be filed in writing within thirty days of the action from which appeal is taken.

The address for the Personnel Resources Board is 2828 Capitol Blvd., P.O. Box 40911, Olympia, Washington, 98504-0911.

If no further action is taken, the Director's determination becomes final.

c: Susan Amico, ESD
Lisa Skriletz, DOP

Enclosure: List of Exhibits